Program Evaluation

Public Health Department

Chronic Disease Program

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Analysts & Epidemiologists

9 Analyze & Interpret Data → 10 Prepare Evaluation Report(s)

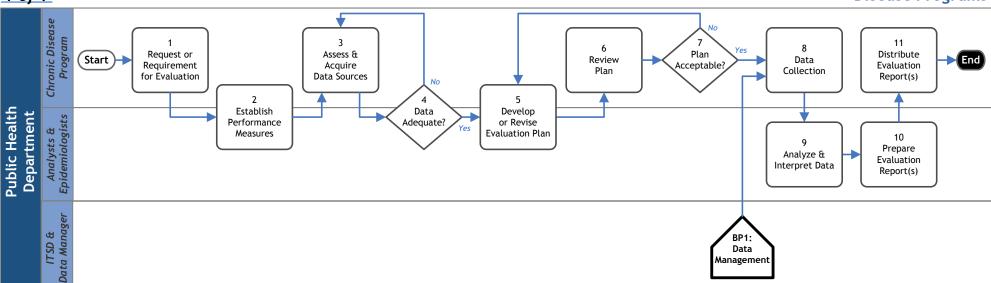*ITSD & Data Manager*

BP1: Data Management

Activity Details / Narrative

General Process Notes
o Evaluation may be of the total Chronic Disease Program processes or intermediate outcomes, or of specific interventions or services.
o Evaluations may be built into ongoing activities or may be internally or externally requested.
o An evaluation plan is developed, data is collected, and a report is compiled and disseminated. The Program may collaborate with experts in evaluation, data analysis, epidemiology or biostatistics.
o The evaluation report may lead to decisions on continuing, modifying or ending the program, intervention or service. It may also identify unmet needs.

1. Request or Requirement for Evaluation
• Chronic disease programs include an evaluation component to assure success.
• When a component of an existing program does not have an evaluation integrated into its implementation, one can be developed.

2. Establish Performance Measures
• Chronic disease programs identify performance measures for interventions or services based on well-defined goals and objectives, utilizing internal or external evaluation experts.
• Performance measures are often specified by the funder or modeled on existing federal or state standards.

3. Assess & Acquire Data Sources
• The Chronic Disease Program will identify current data sources and assess whether they can provide the type of data needed for input to the performance measures.
• If all needed data sources are not available, the Chronic Disease Program must reassess and revise or expand its data needs and sources.
• Data use agreements are instituted with the data source(s) or incorporated into program data collection.

4. Data Adequate?
• Determine if the data is adequate to evaluate the program and services.
• If data is inadequate, identify likely new sources of or methods for collecting data.

5. Develop or Revise Evaluation Plan
• Once metrics and data sources are defined for the evaluation, the Chronic Disease Program will develop a plan for the evaluation to be performed. This usually occurs concurrently with program and services development.
• An existing evaluation plan may need revision to evaluate new or unmet objectives.
• Development of the evaluation plan typically includes inputs from federal or state evaluation measures, clinical quality care indicators, and quality of care measures.

6. Review Plan
• The final draft of an evaluation plan will be reviewed by the administration of the public health department and by the Institutional Review Board (IRB), if indicated.
• Development of an evaluation plan typically includes inputs from federal and/or state evaluation measures, clinical quality care indicators, and quality care measures.

7. Plan Acceptable?
• Determine if the evaluation plan is acceptable both administratively and for public health practice.
• Determine if the evaluation plan is acceptable under IRB and HIPAA guidelines.
• If data is not acceptable, revise evaluation plan and resubmit for review.

8. Data Collection
• Overseen by a data manager, data collection is a part of **BP: Data Management** where data for use in performance measures is gathered into a preplanned, functioning and accessible database system.
• The collected program data is validated and cleansed of inaccuracies. A subset of the data, specific to evaluation of the program, service or intervention, is placed into a separate data table for analysis.

9. Analyze and Interpret Data
• An evaluation team consists of evaluation experts and program staff.
• The epidemiological or statistical experts calculate and interpret the adopted performance measures for the program, service(s) or intervention(s) being evaluated.
• Program staff should always have a role in the analysis of program data. This role includes reviewing data anomalies and outliers, confirming the relevance of analytic methods and verifying or clarifying the interpretation of evaluation results.

10. Prepare Evaluation Report(s)
• The evaluation team prepares an evaluation report that is comprehensive and may contain recommendations for future actions.
• More focused or summarized versions of the report may also be prepared for various audiences, as appropriate.

11. Distribute Evaluation Report(s)
• The evaluation report(s) is/are delivered to the Chronic Disease Program.
• The Program disseminates the evaluation report(s) to the appropriate stakeholders, partners and leaders, in coordination with the administration and communications departments.